

Always refer to the manufacturer's user manual for more information on specific device maintenance.

This guide is meant to **assist you with monthly checks and maintenance** of your AED. These checks are **quick and can typically be completed in less than one minute**. The purpose is to ensure that the AED is ready for use in the event **it is needed to save a life.** 

<u>Please use the AED Monthly Log Form (if needed) in the Related Documents section on the PAD website to keep track of important AED information.</u>

## 1) Check AED Status Indicator Light or Window

- A flashing green light or "OK" symbol indicates that the AED is ready for use.
- If the **indicator light is not flashing** or a **service icon** is present, the **AED is not ready for use.**Contact your service provider or manufacturer immediately to troubleshoot the issue.
- For a list of AED suppliers in Saskatchewan, please contact the **PAD program** at PAD@saskhealthauthority.ca or call (306) 766-6265.

#### 2) Confirm Battery and Pad Expiry Dates

- Confirm and record the battery expiry date **prior to installation**. Some models will have the expiry date hidden when installed.
- Avoid turning on or removing the battery unless necessary to help it last as long as possible.
- Check the adult and child pad expiry dates.
  - Pads must remain sealed, undamaged and within expiry. Ensure the pads are properly connected for immediate use.
- If expiry dates are approaching, notify an AED supplier as soon as possible to ensure items are in stock and available for purchase.
- Record all new expiry dates on the monthly check log.

### 3) Check First Aid Supplies

- First aid supplies can be an important component to using an AED. These items ensure the pads have good contact with the skin.
  - o **Scissors** used to cut away clothing to quickly expose the chest for pad placement.
  - Razor some patients may need chest hair removed to optimize pad contact to skin.
     Otherwise, the AED may give repeated prompts to "place pads on chest...."
  - Absorbent drying towel used to dry the patient's chest if it is wet or damp, ensuring good pad contact with the skin.
  - CPR mask with one way valve provides a barrier when giving rescue breaths during CPR (for rescuers trained in 30:2 compression to ventilation ratio).
  - o Gloves it is good to have different sizes in the kit and labelled for quick application.



 Antiseptic wipes – thoroughly clean the skin if visibly soiled. Dirt, oil or sweat on chest can cause the pads to not adhere properly.

#### 4) Check the Overall Condition of the AED

- Ensure the AED is clean and undamaged.
- Confirm the pad cables are securely connected to the unit and not frayed or damaged.
- If the AED is stored in an **alarmed cabinet**, confirm it activates when opened. Occasionally, cabinet alarm batteries may need replacement.
  - o These alarms **DOES NOT call 911** or notify emergency services.
  - The alarm is designed to alert nearby individuals that the AED cabinet has been opened, and an emergency may be in progress.
  - It also acts as a theft deterrent.

## 5) After an AED Has Been Used

- Power off AED once cleared by EMS. Inform paramedics whether a shock was delivered or if the AED displayed a "no shock advised".
- **Visually inspect** the AED for any signs of damage, dirt or contamination. If there are signs of damage, contact the manufacturer for support.
- Clean the AED if needed.
  - Follow cleaning instructions in the manufacturer's manual as solutions that are safe for use differ between models.
  - o Most AED brands recommend using a **soft, damp cloth with mild soap and water**.
  - Do not immerse any part of an AED in water or allow fluids to enter the device.
- AED pads are single-use only and should be discarded after each event.
- Replace any items used during the cardiac event.
  - If a second set of sealed pads are available, connect them to the unit and follow manufacturer's instructions to confirm the unit is again ready for use.
  - Contact an AED supplier as soon as possible if replacement pads or new battery are needed.
  - Replenish first aid items as needed, as these are also single use. Most AED suppliers offer replacement first aid items for purchase.

## 6) Contact the PAD Program for Data Retrieval and Post Use Check

- Notify the PAD Program within 24 hours of AED use (or next business day).
- Provide basic event details:
  - o Date, time, location and any other details of the cardiac arrest.
- The PAD Program will:
  - o Coordinate data download with user or site contact.



- Arrange a post-use check to assist the AED owner with ensuring the unit is fully functional and safe for return to service.
- Verify that replacement pads and battery are installed correctly, and accessories are restocked.
- Offer a loaner AED if the unit must be sent for service or needs replacement items.
   (pending availability)
- Update the AED registry with new expiry dates.

CPR is the manual pumping of blood to vital organs, while an AED can deliver a lifesaving shock to correct a lethal heart rhythm. The combination of CPR and an AED gives the cardiac arrest victim **the BEST chance of survival until paramedics arrive on scene**.

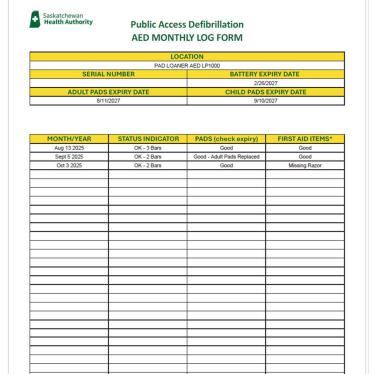
Thank you for taking time to review the AED Monthly Check Guide. Your participation is **essential** to the success of the PAD Program and helps ensure that **EVERY AED** in our community is ready for use in the event of a sudden cardiac arrest.

If you have any questions, please contact the PAD Program.



This is an example of how to input information in the Monthly Log Form (fillable version).

- Enter the AED information and expiry dates.
- Enter the date of inspection and all relevent information for each line.
- You can **check and uncheck** the first aid item in the status box. If an item is missing, **uncheck the box** as a visual reminder. Once an item is replaced, **check the box** and enter a brief comment.
- Save it to your computer and enter in next months information.



Public Access Defibrillation AED MONTHLY LOG FORM		
SUPPLIES	STATUS	CORRECTIVE ACTION/COMMENT
Adult AED pads in sealed package and connected to AED	<b>V</b>	
Set of pediatric pads (if necessary)	✓	
Pocket mask with one way valve	<b>✓</b>	
Scissors	7	
Razor		Missing Razor - Replaced Oct 5th
Examination gloves	<b>V</b>	
Absorbent drying towel	7	
Antiseptic wipes	7	<del>-</del>



